

VRIS UPDATE

SUMMARY OF EMPLOYMENT DISCUSSION FORM REVISION

Effective 8/13/2008

Number 179

SUMMARY OF UPDATES

Recently the Summary of Employment Discussion form was revised to reflect English and Spanish language. Staff feedback to that newly revised form has resulted in creating two forms (one in English and one in Spanish). These two forms are now posted on VRIS. The English version form is an order only form. The Spanish version can be printed in your office if you use it.

VRIS POSTING

Both forms have been posted on VRIS in the 'case service forms and worksheets' section.

FORMS REVISED

See summary above.

TEAM COMMUNICATION

Office directors should review this change with team members.

LEADERSHIP CONTACT

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